

MEMORANDUM FOR: *Done*

*Per our discussion, I've  
sorted out some of the  
study areas as indicated.*

*Walt R.  
10/20/81*

Date

FORM 101 USE PREVIOUS  
5-75 EDITIONS

10/21/87

Studies management wants:

*effectiveness of awards system*

✓ Use of awards

✓ Value and use of rotational assignments —

*PPB recommended  
returning*

✓ Why "good" employees are leaving

✓ Attracting needed critical skills

*mit* ( Increasing hiring and promotion of minorities )

✓ Assuring lateral input from private sector

( Incentives for field assignments ) *pay comparisons*

*Oncepts issues*

*10/22/87 - drawing - kept - look as --*

Studies to be "sold" to management; i.e., management has to be persuaded the studies can be of use to them:

✓ Effectiveness of selection/training of managers

~~OT Program~~ - for the whole Agency or only the DO?

~~Possibility of individual benefits packages~~

~~Concerns on future of CIARDS~~

Cost effectiveness of personnel function

~~Better ways of assuring right people are in right jobs~~

*cannot  
provide to OTE  
could develop a  
profile,  
mgt*

*Bel has  
a paper*

*3 years training*

*A. Intensity  
of training  
+  
quality of person*

Briefing and other papers to be periodically reviewed and updated as required:

Employee Handbook

Personnel Management Handbook

Comparison of Agency personnel policies with regular civil service

"Inman Paper" topics:

Assignments

Personnel Evaluation and Promotions

Position Classification

Senior Intelligence Service

Career Development

Awards

Separations

Adverse Actions

Grievance and Discrimination

Pay and Overtime

Categories of Personnel

Benefits and Services

Personnel Assignment Computer System

Recruitment and Processing

Independent research studies proposed and justified by staff members:

Examples:

New look at the Agency "middle" employee

Paternalism in the Agency

Long term careers -- not for all

Alternatives to competitive promotion